


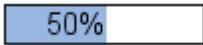











## Appendix 2 Scrutiny & Audit Actions



|                     |   |   |   |                   |             |
|---------------------|---|---|---|-------------------|-------------|
| <b>Action Code</b>  | GC-S&A-00009  |  |  | <b>Start Date</b> | 18-Sep-2020 |
| <b>Action Title</b> | Roles of CLT & Other Groups   |   |   |                   |             |
| <b>Description</b>  | Officers to draft a briefing paper on the roles of the Corporate Leadership Team and other groups.  |   |   | <b>Due Date</b>   | 30-Sep-2022 |
| <b>Latest Note</b>  | <p>The group organograms have been developed and reviewed by services. The work will be considered by the Corporate Governance Officers Group (CGOG) at its meeting in January 2023. Any final amendments will be made following that meeting and the completed information issued for the start of the new financial year (2023/24).</p> <p><b>It is requested to extend the completion date for this action to 31 March 2023.</b></p> |   |   |                   |             |
| <b>Action Code</b>  | GC-S&A-00016  |  |  | <b>Start Date</b> | 16-Dec-2021 |
| <b>Action Title</b> | Risk Appetite   |   |   |                   |             |
| <b>Description</b>  | <p><b>Risk appetite</b> – members want to see this developed as soon as possible. This development should consider how legislation/statutory obligations impact on the level of risk the Council can take, and how this can be better communicated to Members and the public.</p> <p>Work is already in progress to include risk appetite in finalising the Risk Strategy Review. Communication will also be considered.</p>            |   |   | <b>Due Date</b>   | 30-Sep-2022 |
| <b>Latest Note</b>  | <p>Work on risk appetite has been delayed due to competing priorities and change of personnel at Zurich Municipal (ZM). An additional meeting of the Risk Monitoring Group is to be scheduled in January 2023 with our new ZM Risk Consultant to take this forward.</p> <p><b>It is requested to extend the completion date for this action to 30 June 2023.</b></p>  |   |   |                   |             |

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| <b>Action Code</b>  | GC-S&A-00017  |  | <input type="text" value="50%"/> | <b>Start Date</b> | 16-Dec-2021 |
| <b>Action Title</b> | Service Risk Registers  |   |                                  |                   |             |
| <b>Description</b>  | Following finalisation of Risk Strategy, review development of Service Risk Registers - will include relevant training on risk appetite   |   |                                  | <b>Due Date</b>   | 30-Sep-2022 |
| <b>Latest Note</b>  | Further work on directorate / service risk registers has been done and final submissions are awaited for review and upload to Pentana.<br><b>It is requested to extend the completion date for this action to 30 June 2023.</b> |   |                                  |                   |             |

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| <b>Action Code</b>  | GC-S&A-00022  |  | <input type="text" value="100%"/> | <b>Start Date</b> | 25-Sep-2022 |
| <b>Action Title</b> | Council Organogram  |   |                                   |                   |             |
| <b>Description</b>  | Council organogram to be brought up-to-date and made available for new members on intranet/website and kept up to date. |   |                                   | <b>Due Date</b>   | 31-May-2022 |
| <b>Latest Note</b>  | Council and service organograms were produced for the BVA in 2022   |   |                                   |                   |             |

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| <b>Action Code</b>  | GC-S&A-00023   |  | <input type="text" value="95%"/> | <b>Start Date</b> |             |
| <b>Action Title</b> | Develop Directory of Officers Contact Details  |   |                                  |                   |             |
| <b>Description</b>  | Develop directory of officers contact details which can be accessed alphabetically and by service, to make contacting the correct person easier for members.   |   |                                  | <b>Due Date</b>   | 31-Mar-2023 |
| <b>Latest Note</b>  | The Council's organogram showing all senior officers names and details was updated and issued as part of the induction process for all councillors. The organogram will be reviewed and updated by 28 February 2023. |   |                                  |                   |             |

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| <b>Action Code</b>  | GC-S&A-00024   |  |  | <b>Start Date</b> |             |
| <b>Action Title</b> | Review EIA Committee Process   |   |   |                   |             |
| <b>Description</b>  | Consider whether a full EIA needs to be provided as an Appendix to a Committee report when only a screening EIA has been undertaken and has determined that a full EIA is not required.  |   |   | <b>Due Date</b>   | 31-Mar-2023 |
| <b>Latest Note</b>  | This has been considered by Legal & Democratic Services as part of the Governance Review, following consultation with the Equalities Officer, and it has been determined that a full EIA does not require to be provided as an Appendix to a Committee report when only a screening EIA has been undertaken provided the Committee report includes a statement saying that a screening EIA has been undertaken but a full EIA is not required and gives the reasons why. |   |   |                   |             |
| <b>Action Code</b>  | GC-S&A-00025   |  |  | <b>Start Date</b> | 23-Jun-2022 |
| <b>Action Title</b> | Key Risk Presentation  |   |   |                   |             |
| <b>Description</b>  | Repeat some of the key risk presentation which have been made to S&A Committee, for the benefit of new members   |   |   | <b>Due Date</b>   | 30-Jun-2022 |
| <b>Latest Note</b>  | The programme includes repetition of high scored risks from the previous programme   |   |   |                   |             |
| <b>Action Code</b>  | GC-S&A-00026   |  |  | <b>Start Date</b> | 20-Dec-2022 |
| <b>Action Title</b> | Use Diagram and Charts for Risk  |   |   |                   |             |
| <b>Description</b>  | Diagrams and charts to be used to explain risk rather than lengthy spreadsheets  |   |   | <b>Due Date</b>   | 31-Mar-2023 |
| <b>Latest Note</b>  | Risk management reports to Scrutiny & Audit include a Dashboard Summary. This shows the risk matrix diagram and highlights the direction of travel of all the risk scores in a visual format   |   |   |                   |             |

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| <b>Action Code</b>  | GC-S&A-00027   |  | <input type="text" value="100%"/> | <b>Start Date</b> | 29-Sep-2022 |
| <b>Action Title</b> | Scrutiny Panel Reviews   |   |                                   |                   |             |
| <b>Description</b>  | Consider the need for Scrutiny Panel Reviews, how these fit with planned change, and what capacity is available to support these   |   |                                   | <b>Due Date</b>   | 30-Sep-2022 |
| <b>Latest Note</b>  | Position at end September 2022: There is very little capacity to support these. Scrutiny in general is better now than it was when these were first introduced and now there is less need for a programme of these. If specific issues were raised these could be followed up. At this time there is no resource capacity to progress a Scrutiny Panel review nor is there an identified need. |   |                                   |                   |             |
| <b>Action Code</b>  | GC-S&A-00028   |  | <input type="text" value="0%"/>   | <b>Start Date</b> |             |
| <b>Action Title</b> | Develop Clear Terminology Assurance Mapping  |   |                                   |                   |             |
| <b>Description</b>  | Develop clear terminology on Assurance Mapping to help members understand this   |   |                                   | <b>Due Date</b>   | 30-Jun-2023 |
| <b>Latest Note</b>  | How this is presented to members will be considered as part of the IA planning reporting for the 2023/24 IA plan (to committee in March 2023)  |   |                                   |                   |             |